

**Budget Timetable to Meet TRIM and Budget Requirements
2015-2016**

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Description</u>	<u>Deadline Dates</u>
4/14/2015	Tuesday	11:00 a.m.	Principal's Meeting - Update estimated budget amounts available for schools/departments as information becomes available from the legislature.	
4/15/2015	Wednesday	9:00 a.m.	Initial estimated budget amounts available for schools/departments based on information available from the Governor.	
5/12/2015	Tuesday	11:00 a.m.	Principal's Meeting - Update estimated budget amounts available for schools/departments as information becomes available from the legislature.	5/1/2015
TBA	Tuesday	12:00 p.m.	Budget Workshops	
6/30/2015	Tuesday	9:00 a.m.	<u>Board Meeting on Year End Budget Adjustments, Accounts Payable, and Payroll</u>	
7/7/2015	Tuesday	6:00 p.m.	<u>Board Meeting - Review Draft and Approve Tentative Budget for Purposes of Advertising</u> (DOE Commissioner certifies millage rate by 7/17)(Must submit tentative budget to Board for approval to advertise within 24 days of beginning of TRIM calendar)	
7/25/2015	Saturday		Advertise Tentative Budget Hearing in Newspaper (Within 29 days of beginning of TRIM calendar)	
7/28/2015	Tuesday	5:15 p.m.	<u>Public Hearing and Adoption of Tentative Millage and Budget</u>	
7/29/2015	Wednesday		Advise Property Appraiser of Proposed Millage, Rolled-back Rate, and Time, Date, and Place of Final Budget Hearing (Within 35 days of beginning of TRIM calendar)	
9/8/2015	Tuesday	5:15 p.m.	<u>Public Hearing and Adoption of Final Millage and Budget</u> (Hearing cannot be held sooner than 10 days following the mailing of the Property Tax Notices by the Property Appraiser)(No sooner than 65 days, no later than 80 days after beginning of TRIM calendar)	
9/9/2015	Wednesday		Certification of Millage rate to Property Appraisers, DOE, Dept of Revenue	ESE 524 & Resolutions mailed to DOR within 3 days. - 9/8/15
9/10/2015	Thursday	2:00 p.m.	<u>Special Board Meeting/Approval of Annual Financial Report for Fiscal Year 2014-2015</u>	TRIM Packet to DOR within 30 days-(10/08/15) <u>SEND DR-422 SEPERATELY WHEN RECVD.</u>
			(Deadline for Annual Financial Report submission to DOE is September 10)	
9/25/2015	Friday		Deadline for Certification package to the Department of Revenue - (Deadline for Annual financial Report submission to DOE is Sept. 11)	To DOE BY 9/11/15 Deadline for TRIM Packet DR-487, DR-420s, DR-420 DEBT, ESE 524, ESE 524A, ENTIRE PAGE FROM NEWSPR ADS, &

Note: The Trim Calendar begins with day #1 being July 1 or the date of Certification of Tax Roll by the Property Appraiser.

Bolded lines are Board workshops or meetings. ALL MEETINGS WILL BE HELD IN THE GOVERNMENT SERVICE.